

LSTA GRADUATE LIBRARY SCHOOL TUITION REIMBURSEMENT GRANT GUIDELINES

To fulfill the requirement of the Library Services and Technology Act, the Kentucky Department for Libraries and Archives (KDLA) has developed a long range plan for the development, provision, and improvement of library service in the state. A strategy in implementing the plan is to extend and improve access to and provide for library resources, services and personnel to areas of the state in which library services are inadequate, and for children in urban and rural areas, the disadvantaged, and the disabled. In an effort to achieve this goal, KDLA supports expanded education and training for library staff to help them provide the best library service possible to their communities.

To achieve this goal, KDLA encourages the pursuit of library science graduate degrees by full-time public library staff by offering tuition reimbursement for successfully completed classes from American Library Association accredited graduate programs.

To be eligible for tuition reimbursement the following requirements and guidelines must be met.

- Students must be a full-time employee at a public library and working a minimum of 100 hours per month.
- The Preliminary Application and a letter of recommendation from their supervisor must be received anytime between class registration & up to 30 days after the first day of class.
- Student must have completed a course from an ALA accredited library science program. Completed coursework may be from either an in-state or an out-of-state college or university.
- Student must have earned at least an A or a B grade.

If the student has met the requirements outlined above, the following steps should be completed to receive reimbursement.

On behalf of the qualifying student the library must submit;

- The *Application for Graduate Library School Tuition Reimbursement Grant*.
- The *Report for Graduate Library School Tuition Reimbursement Grant*.
- Proof of tuition payment
- Final grade report

Reimbursement requests for fall and spring semesters must be received no later than 60 days after completion of the course. Request for reimbursement for summer classes must be received no later than 15 days after completion of the course. Reimbursement checks will be issued to the library on behalf of the student.

Check disbursement dates:

March	For Fall Semester classes ending in December
August	For Spring Semester classes ending in May/June
September	For Summer Sessions ending in July/August